

## Article 17

### TRAVEL EXPENSE REIMBURSEMENT

A. Travel Expense Reimbursement. In accordance with the Standardized Travel Regulations issued by the Departments of Civil Service and Management and Budget, and the general procedures of the Vehicle and Travel Services, except as expressly provided otherwise in this Article, unit employees shall be entitled to travel reimbursements with supporting receipts, for actual expenses incurred up to the maximum allowed at the rates in effect on the date(s) of the travel.

B. Reimbursement Rates - Effective January 1, 2013 (Rates Are Subject to Change)

1. <u>Michigan Select Cities</u>	Maximum
a. Meals And Lodging	
(1) Lodging	\$75.00 (Plus Taxes)
(2) Breakfast	\$8.75
(3) Lunch	\$8.75
(4) Dinner	\$21.00
2. <u>In-state All Other</u>	Maximum
a. Meals and Lodging	
(1) Lodging	\$75.00 (Plus Taxes)
(2) Breakfast	\$7.25
(3) Lunch	\$7.25
(4) Dinner	\$16.50
b. Per Diem System	
(1) Per Diem	\$76.50
(2) Lodging	\$45.50
(3) Breakfast	\$7.25
(4) Lunch	\$7.25
(5) Dinner	\$16.50
c. Group Meetings	
Lunch	\$10.25

### 3. Out-of-state Select Cities

#### a. Meals and Lodging

- (1) Lodging \*\*\*contact Conlin Travel for reservation
- (2) Breakfast \$11.00
- (3) Lunch \$11.00
- (4) Dinner \$22.00

### 4. Out-of-state All Other

#### a. Meals and Lodging

- (1) Lodging (Actual Support by Receipts) \*\*\*contact Conlin Travel for reservation
- (2) Breakfast \$8.75
- (3) Lunch \$8.75
- (4) Dinner \$20.50

#### b. Per Diem System

- (1) Per Diem \$83.50
- (2) Lodging \$45.50
- (3) Breakfast \$8.75
- (4) Lunch \$8.75
- (5) Dinner \$20.50

#### c. Tips and Incidental Costs per Day \$2.00

### 5. Mileage Rates - Private Car

#### a. Approved Private Car Use Current IRS Rate

#### b. Employee Electing to Drive Private Car in Lieu of Available State Car

Mid-sized Car Rate \$.390 per Mile

Based upon operational needs, the Employer may require an employee to travel in a state vehicle while on state business.

In accordance with Section 5.3.f. of the Standardized Travel Regulations, the State of Michigan does not provide insurance coverage for personal vehicles used on state business. Private auto policy collision deductibles are reimbursable, up to \$500, per accident, through the State Administrative Board reimbursement process as long as the employee is not found to be

grossly negligent by the board, and offers proof that the accident occurred while in the course of a work related function. The agency that employs the employee at the time of the accident is responsible for the payment of the deductible. (Gross negligence is defined as conduct so careless as to show willful disregard for the safety of the public and/or property. Intentional acts will be considered grossly negligent for this purpose).

- C. Exceptions. Exceptions to the travel rates may be granted by the Department of Civil Service or the Department of Management and Budget, Vehicle and Travel Services, in accordance with the Standardized Travel Regulations. Lodging costs in excess of the maximum state rate will be reimbursed by the Employer as long as the hotel reservation was secured through the Employer contracted travel agency.

In those situations where the Department has not secured the lodging, employees shall make a reasonable effort to secure lodging at the rates specified in this Agreement. However, if an employee has not been able to secure lodging at the specified rate, such an employee may request reimbursement for the actual amount. Departments shall not unreasonably deny such reimbursement requests nor shall Departments unreasonably delay processing the reimbursement.

The parties agree to work cooperatively to insure that the exception provision is appropriately applied when the circumstances justify an exception.

- D. MDOT Employees. Effective October 1, 1988 all MDOT employees will be covered by the Standardized Travel Regulations and reimbursement rates except as provided herein.